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ABSTRACT

This document contains vocational education program courses standards (curriculum frameworks and student performance standards) for exploratory courses, practical arts courses, and job preparatory programs in diversified occupations education offered at the secondary or postsecondary level as a part of Florida's comprehensive vocational education program. Standards are mandated by Florida law. Each program course standard is composed of two parts: a curriculum framework and student performance standards. The curriculum framework includes four major sections: major concepts and content, laboratory activities, special notes, and intended outcomes. Student performance standards are listed for each intended outcome. For secondary job preparatory programs, courses are designated with student performance standards listed for each course. The diversified occupations education program includes the following courses: exploration of vocational occupations, general practical arts, employability skills, cooperative education, diversified cooperative training, vocationally related basic skills, and work experience programs. (KC)

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VOCATIONAL EDUCATION PROGRAM COURSES STANDARDS

July, 1992

Diversified Occupations Education

ED358267

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CE 063 721

VOCATIONAL EDUCATION

PROGRAM COURSE STANDARDS

DIVERSIFIED EDUCATION

JULY, 1992

FLORIDA DEPARTMENT OF EDUCATION
Division of Vocational, Adult, and Community Education
Bureau of Vocational Programs and Services
Vocational Programs
Tallahassee, Florida 32399-0400

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FOREWORD

Section 228.041 Florida Statutes defines vocational education as meaning that instruction not necessarily leading to a baccalaureate degree, either graded or ungraded, listed below:

1. Job preparatory programs designed to provide students with the competencies necessary for effective entry into an occupation;

2. Exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

3. Supplemental programs (courses) designed to enable persons who are or have been employed in a specific occupation to upgrade their competencies in order to re-enter or maintain stability or advance within their occupation;

4. Practical arts courses designed to teach students practical generic skills which, though applicable to some occupations, are not designed to prepare students for entry into a specific occupation;

5. Instruction which integrates the basic academic skills and vocational skills.

This document contains vocational education program courses standards (curriculum frameworks and student performance standards) for exploratory courses, practical arts courses and job preparatory programs offered at the secondary or postsecondary level as a part of Florida's comprehensive vocational education program. Vocational education program courses standards are established pursuant to Section 233.0682, Section 240.355, Section 233.011, and Section 232.2454, Florida Statutes, for school districts and community colleges. State Board of Education Rule 6A-6.0571, Criteria for Qualification for Special Vocational-Technical Education Program Courses, provides the basis for the development and dissemination of this document.

Each program courses standard is composed of two parts: a curriculum framework and student performance standards. The curriculum framework includes four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student performance standards are listed for each intended outcome. For secondary job preparatory programs, courses have been designated with student performance standards listed for each course.

The standards do not prescribe how instruction should be delivered since decisions relative to the delivery of instruction must be made by school districts and community colleges within the context of local conditions. The Division of Vocational, Adult and Community Education, Florida Department of Education, supports the belief that competency-based vocational education is the most effective means of providing programs and courses that conform to these established standards.

Program and course standards are based upon competencies required for entry, advancement, and upgrading in occupations in the vocational program areas of Agriculture, Business, Diversified, Health Occupations, Home Economics, Technology, Industrial, Marketing, and Public Service Education. Standards for courses designed for handicapped, disadvantaged, and other special needs persons are also provided. The standards are reviewed annually and revised as needed based upon changes in occupations utilizing input from professional associations, state technical committees, and other representatives of the private sector.

DIVERSIFIED EDUCATION

Diversified Occupations Education includes courses, programs, and activities designed to (1) prepare individuals for employment in selected occupations utilizing the cooperative method of instruction (2) motivate the potential school leaver to remain in school by providing a variety of supervised, occupational on-the-job experiences combined with general human relation and employability skills and (3) reinforcement of basic skills in English, Mathematics, and Science appropriate for the job preparatory program is provided through vocational classroom instruction and applied laboratory procedures or practices.

The cooperative education component of the educatioal program must include a training agreement, a training plan which includes instructional objectives and a list of on-the-job and in-school related instruction; as well as a work station which reflects the equipment, skills, and tasks which are relevant to the occupation which the student has chosen.

Reinforcement of basic skills in English, mathematics and science appropriate for the job preparatory program is provided through vocational classroom instruction and applied laboratory procedures or practices.

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CURRICULUM FRAMEWORK — PROGRAM AREA: Diversified Occupations

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Exploration of Vocational Occupations

CODE NUMBER: Secondary 9100210 — Postsecondary Adult Vocational _____

Florida CIP 1098.9999EX — Postsecondary Vocational _____

SECONDARY SCHOOL CREDITS	POSTSECONDARY ADULT COLLEGE CREDITS	VOCATIONAL CREDITS
.5	_____	___

APPLICABLE LEVEL(S): X 6-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational X Other 30-31

CERTIFICATION COVERAGE: ANY VOC COV WHEN CERT REFLECTS BACHELOR OR HIGHER.

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to give students initial exposure to the skills and attitudes associated with occupations in a diverse range of careers. The content of this course will consist of the content contained in two or more existing exploration courses and may include instruction in making a career choice and basic employability skills needed to locate, secure and maintain employment.

II. LABORATORY ACTIVITIES: Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the materials and tools appropriate to the course content and in accordance with current practices.

III. SPECIAL NOTE: The typical length for this course for the average achieving student is 75 hours. A qualified instructor for each instructional component should be utilized whenever possible.

IV. INTENDED OUTCOMES: The intended outcomes for this course will be those outcomes that are selected from other exploration courses and may also include instruction in making a career choice and basic employability skills needed to locate, secure, and maintain employment.

CURRICULUM FRAMEWORK

FLORIDA DEPARTMENT OF EDUCATION

PROGRAM AREA: Diversified Occupations

EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Practical Arts General

CODE NUMBER: Secondary 8300320

Florida CIP 1098.8660PA

Postsecondary Adult Vocational _____

Postsecondary Vocational _____

SECONDARY SCHOOL CREDITS	POSTSECONDARY ADULT COLLEGE CREDITS	VOCATIONAL CREDITS
1	_____	_____

APPLICABLE LEVEL(S): _____ 7-9 x 9-12 _____ Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 30-31

CERTIFICATION COVERAGE: ANY VOC CLASS COVERAGE.

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide students with general practical skills. The content of this course will consist of the content contained in two or more existing practical arts courses.

II. LABORATORY ACTIVITIES: Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the tools and materials appropriate to the course content and in accordance with current practices.

III. SPECIAL NOTE: The typical length for this course for the average achieving student is 150 hours.

IV. INTENDED OUTCOMES: The intended outcomes for this course will be those outcomes that are selected from other practical arts courses, including basic employability skills needed to locate, secure and maintain employment.

CURRICULUM FRAMEWORK — PROGRAM AREA: Diversified Occupations

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Practical Employability Skills

CODE NUMBER: Secondary 8300310

Florida CIP 1098.8650PA

SECONDARY SCHOOL CREDITS .5 — COLLEGE CREDITS _____ — POSTSECONDARY ADULT VOCATIONAL CREDITS ___

APPLICABLE LEVEL(S): ____ 7-9 __X__ 9-12 ____ Postsecondary Adult Vocational

_____ Postsecondary Vocational __X__ Other 30, 31

CERTIFICATION COVERAGE: ANY VOC CLASS COVERAGE

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, job losses, career changes.

II. LABORATORY ACTIVITIES: Laboratory activities are an integral part of this program.

III. SPECIAL NOTE: The typical length of this course for the average achieving student is 75 hours.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Choose an occupation.
02. Conduct a job search.
03. Apply for a job.
04. Perform good work.
05. Manage their personal finances.
06. Make job changes.

STUDENT PERFORMANCE STANDARDS PROGRAM AREA: July 199?

PROGRAM TITLE: Diversified Occupations SECONDARY NUMBER: 8300310

COURSE TITLE: Practical Employability Skills POST SECONDARY NUMBER: ____

COURSE DESCRIPTION:

There is no Course Description.

01.0 CHOOSE AN OCCUPATION--The student will be able to:

01.01 List four kinds of information about yourself to use when deciding on an occupation.
01.02 List three ways to find out about your abilities, interests, work perferences, and values.
01.03 List three major types of job information to collect before deciding on an occupation.
01.04 List three things that you can do to get information about an occupation.
01.05 Write the titles of two printed sources of occupational information.
01.06 Supply, in writing, correct information about an occupation that you have collected.
01.07 Compare your personal traits to those of two different occupations.

02.0 CONDUCT A JOB SEARCH--The student will be able to:

02.01 Fill out a Social Security application form.
02.02 Prepare a personal fact sheet.
02.03 List four ways to find out about job opening other than through employment agencies.
02.04 Identify two characteristics of public employment agencies and two characteristics of private agencies.
02.05 Find and write down the phone number and address of the nearest State Employment Service office and a private employment agency.
02.06 List one place to contact for information about jobs with each of the following: local, state, and federal government.
02.07 List five kinds of information to look for in what and that would help you decide which jobs to apply for.
02.08 List three ways of making contact with employers.
02.09 Write a letter of application.
02.10 Show how to ask about a job opening over the phone.

03.0 APPLY FOR A JOB--The student will be able to:

03.01 List four ways an employer can get information about a job applicant.
03.02 List one necessary and three other official papers that a job applicant may need.
03.03 Write a resume.
03.04 Fill out a job application form.
03.05 List four kinds of information about a job applicant that should be given to an interviewer.
03.06 List four kinds of information about a job that an applicant should get from an interviewer.
03.07 Show how to dress appropriately for a job interviewer.
03.08 Show how to interview for a job.
03.09 Write a follow-up letter.
03.10 List four things that can be done that would help an applicant do well on a preemployment test.
03.11 List four factors to consider before accepting a job.

04.0 PERFORM GOOD WORK--The student will be able to:

04.01 List four things that could happen to you if you are absent from work or late.
04.02 State what you should do if you will be absent from work or late.
04.03 Begin and finish a task on time.
04.04 State how to get help the first day on the job.
04.05 State what you should do if you make a mistake on the job.
04.06 List four things that may happen to someone who steals goods from work.

04.07 Record a phone message.
04.08 List three things to do if you find a safety hazard at work.
04.09 Complete a task without breaking any safety rules.
04.10 State what you should do if you discover a better way to do your job.
04.11 Complete a task without wasting materials.
04.12 Clean and return tools and materials after completing a task.
04.13 Follow written instructions and complete a task.
04.14 Follow oral instructions and complete a task.

05.0 MANAGE PERSONAL FINANCES--List three paycheck deductions.

05.01 List three paycheck deductions.
05.02 Identify four fringe benefits.
05.03 List three services that taxes pay for.
05.04 Fill out a federal income tax form.
05.05 List five smart shopping rules.
05.06 List four dangers of buying on credit.
05.07 List three results of not making credit payments on time.
05.08 List three reasons for keeping a budget.
05.09 Balance a personal budget.
05.10 Identify five types of insurance.
05.11 Identidy high and low interest loan sources.
05.12 List three benefits of keeping a savings account.
05.13 Fill out a deposit slip.
05.14 Write a check.
05.15 Balance a checkbook.

06.0 MAKE JOB CHANGES--The student will be able to:

06.01 List five qualities your employer looks for when thinking about promoting you.
06.02 List the four steps in a promotion plan.
06.03 Name four good reasons for resigning from a job.
06.04 List five rules (do's and don'ts) for resigning.
06.05 Write a letter of resignation.
06.06 List four disadvantages to think about before changing careers.
06.07 List the four steps to take if you lose your job.

CURRICULUM FRAMEWORK — PROGRAM AREA: Diversified Occupations

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Cooperative Diversified Education - OJT

CODE NUMBER: Secondary 8300420 — Postsecondary COE0992

Florida CIP 1098.8620CP

SECONDARY SCHOOL CREDITS Multiple — COLLEGE CREDITS _____ — POSTSECONDARY ADULT VOCATIONAL CREDITS X

APPLICABLE LEVEL(S): ____ 7-9 ____ 9-12 X Postsecondary Adult Vocational

_____ Postsecondary Vocational X Other 12, 30, 31

CERTIFICATION COVERAGE: COOR DCT @ 4 @ 7 COOP TEACH @7 SPECILIZ TC @7
ANY VOC CLASS COVERAGE/TC COOP ED E

I. MAJOR CONCEPTS/CONTENT:

The purpose of this program is to provide students with competencies developed through paid supervised on-the-job training related to instruction in occupational proficiency programs. This method of delivery is not intended for supplemental vocational course instruction and shall not be claimed for supplemental FTE purposes.

Supervised on-the-job training provides opportunities for selective placement based on the student's occupational program, and the development and evaluation of occupational competencies. Job related classroom instruction must have been provided in a job preparatory program for a minimum of one semester prior to enrollment in the Cooperative Diversified Education Program (or the student must be presently enrolled in a job preparatory program.)

II. LABORATORY ACTIVITIES:

Laboratory activities and job experiences are an integral part of this program. Supervised on-the-job training, governed by a training agreement and an individualized training plan signed by the employer, teacher, and student, is used to enable the student to attain the competencies required for the selected occupation. The training plan shall include a list of on-the-job and in-school learning experiences.

III. SPECIAL NOTE:

Any one of Florida's Vocational Youth Organizations is an appropriate vocational student organization for providing leadership training experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of this instructional program.

Each student job placement must be directly related to the job preparatory program in which the student is or was enrolled.

The coordinator shall visit each training agency supervisor a minimum of once during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

It is recommended that for every fifteen students (or portion thereof) enrolled in the Cooperative Diversified Education program, the teacher-coordinator be given a minimum of one hour of OJT-coordination release time per day so that he or she can visit students on the job to manage the cooperative method of instruction effectively.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for

this postsecondary adult vocational program is: Mathematics 8.0, Language 8.0, Reading 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Perform designated job skills.
02. Demonstrate work ethics

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 199?

PROGRAM AREA: Diversified Occupations SECONDARY NUMBER: 8300420

PROGRAM TITLE: Cooperative Diversified Education - OJT POSTSECONDARY NUMBER: COE0992

01.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 01.01 Demonstrate job performance skills.
- 01.02 Apply safety procedures on the job.
- 01.03 Maintain appropriate records.
- 01.04 Display a high level of productivity.

02.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 02.01 Demonstrate ethical practices.
- 02.02 Follow directions.
- 02.03 Interact with employer and co-workers.
- 02.04 Interact with customers and clients.
- 02.05 Display a positive attitude toward the job.

CURRICULUM FRAMEWORK | PROGRAM AREA: Diversified Occupations

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Diversified Cooperative Training

CODE NUMBER: Secondary 8303000 Postsecondary COE0990

Florida CIP 1098.8610CP

SECONDARY SCHOOL CREDITS Multiple COLLEGE CREDITS _____ POST SECONDARY ADULT VOCATIONAL CREDITS X

APPLICABLE LEVEL(S): ____ 7-9 ____ 9-12 X Postsecondary Adult Vocational

_____ Postsecondary Vocational X Other 10-12, 30, 31

CERTIFICATION COVERAGE: COOR DCT @ 4 @ 7 COOP TEACH @7 SPECILIZ TC @7
ANY VOC CLASS COVERAGE/TC COOP ED E

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to provide students with selected occupational skills through employment related instruction and concurrent, paid, on-the-job training supervised by the employer and teacher/coordinator. This method of delivery is not intended for supplemental vocational course instruction and shall not be claimed for supplemental FTE purposes.

Employment related instruction is in-school instruction which develops competencies directly related to the occupation in which the student is employed. Supervised on-the-job training provides opportunities for planned instructional activities and student evaluation in a specified job setting.

Listed below are the courses that comprise this program when offered at the secondary level:

8303010 Diversified Cooperative Training 1
8303020 Diversified Cooperative Training 2
8300410 Diversified Cooperative Training-OJT

II. LABORATORY ACTIVITIES: Laboratory activities provided through on-the-job training are an integral part of this program. Supervised on-the-job training, governed by a training agreement and an individualized training plan signed by the employer, teacher, and student, is used in the classroom and on the job to enable the student to attain the competencies required for the selected occupation. The training plan shall include instructional objectives and a list of on-the-job and in-school learning experiences.

III. SPECIAL NOTE: The Cooperative Education Clubs of Florida is the appropriate vocational student organization for providing leadership training experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of this instructional program.

It is recommended that for every fifteen students (or portion thereof) enrolled in the DCT program, the teacher-coordinator be given a minimum of one hour of OJT-coordination release time per day so that he or she can visit students on the job to manage the cooperative method of instruction effectively.

The teacher/coordinator will visit each training agency a minimum of once during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who participated in the school and on-the-job instructional activities during the school year immediately preceding the summer assignment for students.

For students who will be entering the program for the first time during the summer, supervised on-the-job training shall be offered concurrently with enrollment in Diversified Cooperative Training 1 or 2.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 8.0, Language 8.0, Reading 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate employability skills.
02. Demonstrate proficiency in applying communication skills.
03. Demonstrate proficiency in applying math skills.
04. Demonstrate leadership skills.
05. Develop interpersonal, problem-solving, and decision-making skills.
06. Demonstrate proficiency in applying technical skills.
07. Demonstrate competency in a specified occupational area.
08. Understand the importance of personal career growth.
09. Demonstrate an understanding of basic economic and entrepreneurship principles.
10. Perform designated job skills.
11. Demonstrate work ethics.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1992

PROGRAM AREA: Diversified Occupations — SECONDARY NUMBER: 8303000

PROGRAM TITLE: Diversified Cooperative Training — POSTSECONDARY NUMBER: COE0990

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

01.01 Identify the sources used in a job search.
01.02 Identify appropriate dress and grooming.
01.03 Identify the steps in applying for a job.
01.04 Identify documents that may be required when applying for a job i.e., picture ID, social security card.
01.05 Prepare a resume and letter of application
01.06 Complete a job application form and a W-4 form correctly.
01.07 Demonstrate competency in job interview techniques.
01.08 Demonstrate competency in comparing and contrasting job offers.
01.09 Identify acceptable work habits and work ethics.
01.10 Demonstrate knowledge of how to make job changes appropriately.
01.11 Identify elements of a healthy, drug free, life style.
01.12 Describe child labor laws.
01.13 Explain the importance of quality control in job performance.

02.0 DEMONSTRATE PROFICIENCY IN APPLYING COMMUNICATION SKILLS --The student will be able to:

02.01 Explain the importance of effective communications.
02.02 Identify methods to improve speaking skills.
02.03 Prepare and deliver a speech to an audience.
02.04 Identify methods to improve listening skills.
02.05 Identify methods of nonverbal communications.
02.06 Demonstrate appropriate business language in placing and receiving telephone calls.
02.07 Write effective business letters and memorandums.
02.08 Prepare an occupational monograph.
02.09 Carry out written and oral instructions.
02.10 Participate in large and/or small group discussions.

03.0 DEMONSTRATE PROFICIENCY IN APPLYING MATH SKILLS--The student will be able to:

03.01 Prepare a Federal Income Tax return form.
03.02 Specify the difference between gross pay and net pay.
03.03 Describe the deductions that may be made from a paycheck.
03.04 Prepare a budget.
03.05 Demonstrate banking skills.
03.06 Perform basic math operations such as addition, subtraction, multiplication, and division.
03.07 Change decimals to percents.
03.08 Change percents to decimals.
03.09 Solve fraction problems.
03.10 Identify applications of the metric system.

04.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

04.01 Describe the qualities of an effective leader.
04.02 Explain the different types of leadership.
04.03 Identify the opportunities available for the development of leadership skills.
04.04 Demonstrate the appropriate use of parliamentary procedure.
04.05 Identify purposes and functions of professional and youth organizations.
04.06 Identify roles and responsibilities of members.
04.07 Work cooperatively as a group member to achieve organizational goals.

05.0 DEVELOP INTERPERSONAL, PROBLEM-SOLVING,AND DECISION-MAKING SKILLS--The student will be able to:

05.01 Describe the basic nature of self-understanding.
05.02 Define and identify positive personality traits.
05.03 Identify behavior that promotes effective human relations.
05.04 Identify appropriate responses to criticism.

05.05 Demonstrate the steps necessary for solving problems and making decisions.
05.06 Set personal goals and develop a plan of action to achieve those goals.
05.07 Outline strategies for effective time management.
05.08 Discuss the importance of team dynamics.

06.0 DEMONSTRATE PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

06.01 Define basic computer terminology.
06.02 Operate a computer by performing the steps necessary to produce a hard copy.
06.03 Identify electronic equipment which influences communication skills in the work place.
06.04 Identify electronic equipment which influences computational skills in the work place.

07.0 DEMONSTRATE COMPETENCY IN A SPECIFIED OCCUPATIONAL AREA--The student will be able to:

07.01 Identify the job tasks that must be performed in the specified occupation (training plan).
07.02 Demonstrate knowledge in the specified occupation (job-specific, in-school instruction).
07.03 Identify safety procedures in the specified occupation.
07.04 Maintain appropriate employment records.
07.05 Identify the organizational structure for the specified occupation.

08.0 UNDERSTAND THE IMPORTANCE OF PERSONAL CAREER GROWTH--The student will be able to:

08.01 Assess personal abilities and interests in terms of making a career choice.
08.02 Explain the relationship between life roles and careers.
08.03 Explain the continuous change in male and female roles, and how these changes affect career decisions.
08.04 Identify a career objective.
08.05 Identify sources of information concerning a career.
08.06 List the skills, attitudes, and information needed for a successful career.
08.07 List the rapid changes occurring in the workplace.
08.08 Identify the long-range outlook for various careers.
08.09 Explain the importance of updating occupational skills and knowledge through continued education and training.

09.0 DEMONSTRATE AN UNDERSTANDING OF BASIC ECONOMIC AND ENTREPRENEURSHIP PRINCIPLES--The student will be able to:

09.01 Describe our economic system.
09.02 State how forces in our mixed economy affect business.
09.03 Identify and compare the various types of business ownership.
09.04 List the purposes of unions.
09.05 Explain the benefits of social security and the manner in which it is funded.
09.06 Assess the effect of credit in our economic system.
09.07 Identify how economic losses are shared through insurance.
09.08 Explain the components of the welfare system in the U. S.
09.09 Identify investment ooportunities.
09.10 Define entrepreneurship and it's importance to the American economy.
09.11 List the advantages and disadvantages of business ownership.
09.12 Describe the procedures involved in organizing a business.
09.13 Identify the necessary personal characteristics of a successful entrepreneur.
09.14 Identify the business skills needed to operate a small business efficiently and effectively.

10.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

10.01 Demonstrate job-performance skills as outlined in training plan.

10.02 Apply safety procedures on the job.
10.03 Display an acceptable level of productivity and quality control.
10.04 Demonstrate appropriate dress and grooming habits.
10.05 Demonstrate reacting to constructive criticism in a positive manner.
10.06 Communicate effectively with customers and clients.
10.07 Communicate effectively with employer and coworkers.
10.08 Demonstrate initiative.
10.09 Demonstrate decision-making and problem-solving skills.
10.10 Demonstrate punctuality and reliability by working as scheduled.
10.11 Demonstrate interest and enthusiasm for the job and for the training station.

11.0 DEMONSTRATE WORK ETHICS--The student will be able to:

11.01 Demonstrate ethical practices (i.e, honesty and integrity).
11.02 Follow written and oral directions.
11.03 Interact professionally with employer and co-workers.
11.04 Interact professionally with customers and clients.
11.05 Display a positive attitude toward the job.
11.06 Demonstrate loyalty to the training station.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1992

PROGRAM AREA: Diversified Occupations — COURSE CREDIT: 1

PROGRAM TITLE: Diversified Cooperative Training — PROGRAM NUMBER: 8303000

COURSE TITLE: Diversified Cooperative Training 1 — COURSE NUMBER: 8303010

COURSE DESCRIPTION:

This course is designed to provide instruction in human relations, math, communications, and employability skills. Job specific instruction in the area the student is employed in is also a component of this.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Identify the sources used in a job search.
- 01.02 Identify appropriate dress and grooming.
- 01.03 Identify the steps in applying for a job.
- 01.04 Identify documents that may be required when applying for a job, i.e, picture ID, social security card.
- 01.05 Prepare a resume and letter of application.
- 01.06 Complete a job application form and a W-4 form correctly.
- 01.07 Demonstrate competency in job interview techniques.
- 01.08 Demonstrate competency in comparing and contrasting job offers.
- 01.09 Identify acceptable work habits and work ethics.
- 01.10 Demonstrate knowledge of how to make job changes appropriately.
- 01.11 Identify elements of a healthy, drug free, life style.
- 01.12 Describe child labor laws.
- 01.13 Explain the importance of quality control in job performance.

02.0 DEMONSTRATE PROFICIENCY IN APPLYING COMMUNICATION SKILLS:--The student will be able to:

- 02.01 Explain the importance of effective communications.
- 02.02 Identify methods to improve speaking skills.
- 02.03 Prepare and deliver a speech to an audience.
- 02.04 Identify methods to improve listening skills.
- 02.05 Identify methods of nonverbal communications.
- 02.06 Demonstrate appropriate business language in placing and receiving telephone calls.
- 02.09 Carry out written and oral instructions.
- 02.10 Participate in large and/or small group discussions.

03.0 DEMONSTRATE PROFICIENCY IN APPLYING MATH SKILLS--The student will be able to:

- 03.01 Prepare a Federal Income Tax return form.
- 03.02 Specify the difference between gross pay and net pay.
- 03.03 Describe the deductions that may be made from a paycheck.
- 03.04 Prepare a budget.
- 03.05 Demonstrate banking skills
- 03.06 Perform basic math operatins such as addition, subtraction, multiplication, and division.
- 03.07 Change decimals to percents.
- 03.08 Change percents to decimals.
- 03.09 Solve fraction problems.
- 03.10 Identify applications of the metric system.

04.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

- 04.01 Describe the qualities of an effective leader.
- 04.02 Explain the different types of leadership.
- 04.03 Identify the opportunities available for the development of leadership skills.
- 04.04 Demonstrate the appropriate use of parliamentary procedure.
- 04.05 Identify purposes and functions of professional and youth organizations.
- 04.06 Identify roles and responsibilities of members.
- 04.07 Work cooperatively as a group to achieve organizational goals.

05.0 DEMONSTRATE INTERPERSONAL, PROBLEM-SOLVING, AND DECISION-MAKING SKILLS--The student will be able to:

05.01 Describe the basic nature of self-understanding.
05.02 Define and identify positive personality traits.
05.03 Identify behavior that promotes effective human relations.
05.04 Identify appropriate responses to criticism.

06.0 Demonstrate Proficiency in Applying Technical Skills---The student will be able to:

06.01 Define basic computer terminology.
06.02 Operate a computer by performing the steps necessary to produce a hard copy.

07.0 DEMONSTRATE COMPETENCY IN A SPECIFIED OCCUPATIONAL AREA--The student will be able to:

07.01 Identify the job tasks that must be performed in the specified occupation(training plan).
07.02 Demonstrate knowledge in the specified occupation (job-specific, in-school instruction).
07.03 Identify safety procedures in the specified occupation.
07.04 Maintain appropriate employment records.
07.05 Identify the organizational structure for the specified occupation.

08.0 UNDERSTAND THE IMPORTANCE OF PERSONAL CAREER GROWTH--The student will be able to:

08.01 Assess personal abilities and interests in terms of making a career choice.
08.02 Explain the relationship between life roles and careers.
08.03 Explain the continuous change in male and female roles, and how these changes affect career decisions.

09.0 DEMONSTRATE AN UNDERSTANDING OF BASIC ECONOMIC AND ENTREPRENEURSHIP PRINCIPLES--The student will be able to:

09.05 Explain the benefits of social security and the manner in which it is funded.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1992

PROGRAM AREA: DIVERSIFIED OCCUPATIONS — COURSE CREDIT: 1

PROGRAM TITLE: Diversified Cooperative Training — PROGRAM NUMBER: 8303000

COURSE TITLE: Diversified Cooperative Training 2 — COURSE NUMBER: 8303020

COURSE DESCRIPTION:

This course is designed to provide instruction in communication, interpersonal, problem solving and decision-making skills, as well as economics, entrepreneurship and job specific instruction.

02.0 DEMONSTRATE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:

02.02 Identify methods to improve speaking skills.
02.03 Prepare and deliver a speech to an audience.
02.07 Write effective business letters and memorandums.
02.08 Prepare an occupational monograph.
02.09 Carry out written and oral instructions.

03.0 DEMONSTRATE PROFICIENCY IN APPLYING MATH SKILLS--The student will be able to:

03.01 Prepare a Federal Income Tax return form.
03.04 Prepare a budget.

04.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

04.03 Identify the opportunities available for the development of leadership skills.
04.04 Demonstrate the appropriate use of parliamentary procedure.
04.06 Identify roles and responsibilities of members.
04.07 Work cooperatively as a group member to achieve organizational goals.

05.0 DEMONSTRATE INTERPERSONAL, PROBLEM SOLVING, AND DECISION+MAKING SKILLS--The student will be able to:

05.05 Demonstrate the steps necessary for solving problems and making decisions.
05.06 Set personal goals and develop a plan of action to achieve those goals.
05.07 Outline strategies for effective time management.
05.08 Discuss the importance of team dynamics.

06.0 DEMONSTRATE PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

06.01 Define basic computer terminology.
06.02 Operate a computer by performing the steps necessary to produce a hard copy.
06.03 Identify electronic equipment which influences communication skills in the work place.
06.04 Identify electronic equipment which influences computational skills in the work place.

07.0 DEMONSTRATE COMPETENCY IN A SPECIFIED OCCUPATIONAL AREA--The student will be able to:

07.01 Identify the job tasks that must be performed in the specified occupation (training plan).
07.02 Demonstrate knowledge in the specified occupation (job-specific, in-school instruction).
07.03 Identify safety procedures in the specified occupation.
07.04 Maintain appropriate employment records.
07.05 Identify the organizational structure for the specified occupation.

08.0 UNDERSTAND THE IMPORTANCE OF PERSONAL CAREER GROWTH--The student will be able to:

08.04 Identify a career objective.
08.05 Identify sources of information concerning a career.
08.06 List the skills, attitudes, and information needed for a successful career.
08.07 List the rapid changes occurring in the workplace.
08.08 Identify the long-range outlook for various careers.
08.09 Explain the importance of updating occupational skills and knowledge through continued education and training.

09.0 DEMONSTRATE AN UNDERSTANDING OF BASIC ECONOMIC AND ENTREPRENEURSHIP PRINCIPLES--The student will be able to:

09.01 Describe our economic system.
09.02 State how forces in our mixed economy affect business.
09.03 Identify and compare the various types of business ownership.
09.04 List the purposes of unions.
09.05 Explain the benefits of social security and the manner in which it is funded.
09.06 Assess the effect of credit in our economic system.
09.07 Identify how economic losses are shared through insurance.
09.08 Explain the components of the wefare system in the U. S.

09.09 Identify investment opportunities.
09.10 Define entrepreneurship and its importance to the American economy.
09.11 List the advantages and disadvantages of business ownership.
09.12 Describe the procedures involved in organizing a business.
09.13 Identify the necessary personal characteristics of a successful entrepreneur.
09.14 Identify the business skills needed to operate a small business efficiently and effectively.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1992

PROGRAM AREA: Diversified Occupations — COURSE CREDIT: Multiple

PROGRAM TITLE: Diversified Cooperative Training — PROGRAM NUMBER: 8303000

COURSE TITLE: Diversified Cooperative Training-OJT — COURSE NUMBER: 8300410

COURSE DESCRIPTION:

This course is designed to provide students with realistic, on-the-job training experiences to acquire and apply knowledge, skills, and attitudes in their occupational field. An individualized training plan is developed and utilized to assure that training is provided which will develop the necessary competencies/skills in order for the student to become competent in the occupation for which he/she is being trained. The training plan is the "curriculum" for the on-the-job training.

10.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

10.01 Demonstrate job-performance skills as outlined on training plan.
10.02 Apply safety procedures on the job.
10.03 Display an acceptable level of productivity and quality control.
10.04 Demonstrate appropriate dress and grooming habits.
10.05 Demonstrate reacting to constructive criticism in a positive manner.
10.06 Communicate effectively with customers and clients.
10.07 Communicate effectively with employer and coworkers.
10.08 Demonstrate initiative.
10.09 Demonstrate decision-making and problem-solving skills.
10.10 Demonstrate punctuality and reliability by working as scheduled.
10.11 Demonstrate interest and enthusiasm for the job and for the training station.

11.0 DEMONSTRATE WORK ETHICS--The student will be able to:

11.01 Demonstrate ethical practices (i.e., honesty and integrity).
11.02 Follow written and oral directions.
11.03 Interact professionally with employer and co-workers.
11.04 Interact professionally with customers and clients.
11.05 Display a positive attitude toward the job.
11.06 Demonstrate loyalty to the training station.

CURRICULUM FRAMEWORK PROGRAM AREA: Diversified,Occupation.

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Vocational Related Basic Skills

CODE NUMBER: Secondary _____ Postsecondary VIP0991

Florida CIP 1098.867000

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS X

APPLICABLE LEVEL(S): ___ 7-9 ___ 9-12 X Postsecondary Adult Vocational

___ Postsecondary Vocational X Other 30,31

CERTIFICATION COVERAGE: ANY VOC CLASS COVERAGE
SCIENCE @ 4
ENGLISH 1 2 @ 4 @ 8
PHYSICS 1 2 @ 4
MATH 1 2 @ 4 @ 8

I. MAJOR CONCEPTS/CONTENT: The purpose of this instructional course is to provide students enrolled in vocational job preparatory programs with the needed supportive instruction in math, science, and communications in an applied setting, in order to complement the instruction provided by the vocational job preparatory instructors. This course provides pertinent supportive instruction and is not remedial in nature.

The content includes, but is not limited to, the math, science, and communications that is an integral part of the specific job preparatory vocational programs.

II. LABORATORY ACTIVITIES: Applied laboratory activities in math, science, or communications would be conducted to support the job preparatory programs being provided.

III. SPECIAL NOTE: Instruction is designed to meet the individual needs of students in job preparatory vocational programs requiring a strong basis in math, science and communications skills. Instruction should be designed to meet the specific requirements of the vocational programs. Delivery of instruction could be provided by (1) scheduling the instructor to visit the vocational programs and provide the needed instruction in an applied setting as needed to complement the instruction of the vocational instructor or by (2) scheduling students from various job preparatory vocational programs to meet as needed with the instructor.

The length of the course will vary with the needs of the students and programs.

IV. INTENDED OUTCOMES: The intended outcomes of this course will be selected from the job preparatory vocational program based on the needs of the student.

CURRICULUM FRAMEWORK PROGRAM AREA: Diversified Occupations

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1992

PROGRAM TITLE: Work Experience

CODE NUMBER: Secondary 8301600 Postsecondary _____

Florida CIP 1098.8640CP

SECONDARY SCHOOL CREDITS multiple COLLEGE CREDITS ___ POSTSECONDARY ADULT VOCATIONAL CREDITS __

APPLICABLE LEVEL(S): ___7-9 ___9-12 ____Postsecondary Adult Vocational

____ Postsecondary Vocational X Other 7-10, 30, 31

CERTIFICATION COVERAGE: COOR WK EX @ 7
ANY FIELD/TC WK EXP E

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to provide the potential school leaver, through part-time employment, with experiences in a work environment and, through concurrent classroom instruction, to assist potential school leavers in acquiring the necessary human-relations, skills, work attitudes, and common knowledge required for successful employment and for selection of a vocation and/or a vocational-training program.

Opportunities are provided for the student to obtain competencies and recognition through successful work experience and to satisfactorily complete a high-school education.

Listed below are the courses that this program comprises, when offered at the secondary level:

8301610 Work Experience 1
8301620 Work Experience 2
8301630 Work Experience 3
8301640 Work Experience 4
8301650 Work Experience-OJT

A beginning Work Experience student will be placed in the 8301610-Work Experience 1 course.

II. LABORATORY ACTIVITIES: Laboratory activities provided through on-the-job training are an integral part of this program. Employment experiences are provided through placement on a job by the teacher/coordinator, to prepare the student with competencies through a variety of paid or volunteer learning experiences. (Volunteer job learning experiences are intended primarily for students who are 14 or 15 years old. These experiences should be temporary situations). Written training agreements--signed by parent, employer, and teacher/coordinator must be prepared for each student. The teacher/coordinator must prepare for each student a job skills form which will include skills and behaviors to be evaluated by the employer each grading period.

III. SPECIAL NOTE: Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who participated in the in-school and on-the-job instructional activities during the school year immediately preceding a summer assignment.

One credit may be earned by each student enrolled in Work Experience 1, 2, 3, or 4 courses and a minimum of 1 credit for on-the-job employment experiences may be earned for each year the student is enrolled in Work Experience-OJT. It is recommended that for every fifteen students (or portion thereof) enrolled in the Work Experience program, the teacher/coordinator be given a minimum of one hour of OJT-coordination release time so that he or she can visit students on the job in order to manage the cooperative method of instruction effectively.

The teacher/coordinator will visit each training-agency supervisor at least once during each grading period, for the purpose of evaluating the student's progress on the job.

The following criteria are to be used in the development of admission procedures for each student prior to entry into the program:

01. The student has a truancy problem.
02. The student needs to work in order to continue his or her education.
03. The student is economically deprived.
04. The student has a negative attitude toward work, school, and/or society.
05. The student has a poor self-concept.
06. The student feels alienated.
07. The student has a discipline problem.
08. The student is a half-day performer (has a limited attention span).
09. The student is over-age in grade.
10. The student has trouble relating to classwork.
11. The student has a lack of interest in school.
12. Other (specify) _____.

An individual guidance plan identifying admission criteria will be developed for each student prior to entry into the program, and will include the Work Experience course number, school year, and date of entry. Job counseling sessions between the teacher/coordinator and each student will be documented for each grading period. Flexible scheduling will be implemented, as agreed upon by the teacher/coordinator and guidance personnel, when such scheduling is found needed to meet the student's needs.

IV. <u>INTENDED OUTCOMES</u>: After successfully completing this program, the student will be able to:

01. Demonstrate employability skills.
02. Maintain employment.
03. Develop an awareness of careers.
04. Determine needs for continuing education.
05. Manage personal finances
06. Maintain personal hygiene and health.
07. Demonstrate personal and social skills.
08. Demonstrate and apply consumer mathematics.
09. Perform designated job skills.
10. Demonstrate work ethics.

STUDENT PERFORMANCE STANDARDS

EFFECTIVE DATE: July, 1992

PROGRAM AREA: Diversified

SECONDARY NUMBER: 8301600

PROGRAM TITLE: Work Experience

POSTSECONDARY NUMBER: _____

COURSE DESCRIPTION:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Explain the importance of a Social Security Number.
- 01.02 Conduct a job search.
- 01.03 Prepare a resume.
- 01.04 Write letters of application.
- 01.05 Arrange for job interviews by telephone.
- 01.06 Prepare for job interviews.
- 01.07 Complete application forms.
- 01.08 Participate in job interviews.
- 01.09 Conduct job-interview follow-up.
- 01.10 Complete employment forms.
- 01.11 Prepare termination notice.
- 01.12 Interpret reasons for termination.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.02 Interpret and comply with the employer's policies.
- 02.03 Describe positive work attitudes.
- 02.04 Describe initiative and resourcefulness.
- 02.05 Apply decision-making skills on the job.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.08 Describe the importance of honesty, truthfulness, and loyalty in the work setting.
- 02.09 Perform assigned job tasks.
- 02.10 Comply with safety standards.
- 02.11 Describe appropriate reactions to criticism.
- 02.12 Maintain records of time and wages.
- 02.13 Describe attitudes and behaviors that enhance the opportunity for promotion.
- 02.14 Demonstrate how and when to ask for a raise.
- 02.15 Justify how and when to make a job change.
- 02.16 Identify ways to adapt to a new job.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.01 Determine interests ; aptitudes, and skills.
- 03.02 Explore career areas.
- 03.03 Research a specific occupation, based on interests.
- 03.04 Identify trends in job markets.
- 03.05 Develop a plan to meet realistic career goals.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.01 Describe the relationship between educational achievement and career opportunities.
- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.04 Identify job educational requirements.
- 04.05 Explain the impact of technological change in relation to educational needs.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.
- 04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.01 Identify financial priorities.
- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.04 Describe the importance of meeting financial obligations.
- 05.05 Explain advantages and disadvantages of using credit.
- 05.06 Identify banking services.
- 05.07 Identify insurance coverage.
- 05.08 Interpret pay-check stubs.
- 05.09 Prepare income-tax forms.
- 05.10 Compare value when shopping.
- 05.11 Define appropriate consumer practices.
- 05.12 Interpret utility bills.
- 05.13 Explain the advantage of renting or buying shelter.
- 05.14 Identify the cost of owning and operating an automobile.
- 05.15 Interpret a lease.

06.0 MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

- 06.01 Identify proper appearance.
- 06.02 Identify advantages of a healthy lifestyle.
- 06.03 Recognize effects of substance abuse.
- 06.04 Identify counseling and community services.
- 06.05 Recognize the need for preventative medical practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.01 Describe ways to show a positive attitude towards society.
- 07.02 Develop positive self-awareness.
- 07.03 Set personal priorities.
- 07.04 Describe ways to deal with success and failure.
- 07.05 Identify traits of assertiveness.
- 07.06 Demonstrate etiquette.
- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
- 07.09 Communicate ideas and feelings.
- 07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

- 08.01 Compute basic mathematics operations.
- 08.02 Change decimals to percentages.
- 08.03 Change percentages to decimals.
- 08.04 Solve fraction problems.
- 08.05 Compute simple and compound interest.

09.0 PERFORM JOB SKILLS--The student will be able to:

- 09.01 Demonstrate job-performance skills
- 09.02 Follow safety procedures on the job.
- 09.03 Maintain appropriate records.
- 09.04 Display a high level of productivity.

10.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 10.01 Demonstrate ethical practices.
- 10.02 Follow directions.
- 10.03 Demonstrate effective communications with employer and co-worker(s).
- 10.04 Demonstrate effective communications with customers and clients.
- 10.05 Demonstrate a positive attitude toward the job.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience 1

COURSE NUMBER: 8301610

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Explain the importance of a Social Security Number.
- 01.02 Conduct a job search.
- 01.03 Prepare a resume.
- 01.04 Write letters of application.
- 01.05 Arrange for job interviews by telephone.
- 01.06 Prepare for job interviews.
- 01.07 Complete application forms.
- 01.08 Participate in job interviews.
- 01.09 Conduct job-interview follow-up.
- 01.10 Complete employment forms.
- 01.11 Prepare termination notice.
- 01.12 Interpret reasons for termination.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.02 Interpret and comply with the employer's policies.
- 02.03 Describe positive work attitudes.
- 02.04 Describe initiative and resourcefulness.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.08 Describe the importance of honesty, truthfulness, and loyalty in the work setting.
- 02.10 Comply with safety standard.
- 02.12 Maintain records of time and wages.
- 02.16 Identify ways to adapt to a new job.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.01 Determine interests , aptitudes, and skills.
- 03.02 Explore career areas.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.01 Describe the relationship between educational achievement and career opportunities.
- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.
- 04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.01 Identify financial priorities.
- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.04 Describe the importance of meeting financial obligations.
- 05.08 Interpret pay-check stubs.
- 05.09 Prepare income-tax forms.
- 05.14 Identify the cost of owning and operating an automobile.

06.0 MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

- 06.01 Identify proper appearance.
- 06.02 Identify advantages of a healthy lifestyle.

06.03 Recognize effects of substance abuse.
06.04 Identify counseling and community services.
06.05 Recognize the need for preventative medical practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

07.01 Describe ways to show a positive attitude towards society.
07.02 Develop positive self-awareness.
07.03 Set personal priorities.
07.04 Describe ways to deal with success and failure.
07.07 Plan use of leisure time.
07.08 Exhibit awareness of, and respect for, others.
07.09 Communicate ideas and feelings.
07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

08.01 Compute basic mathematics operations.
08.02 Change decimals to percentages.
08.03 Change percentages to decimals.
08.04 Solve fraction problems.
08.05 Compute simple and compound interest.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: WORK EXPERIENCE

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience 2

COURSE NUMBER: 8301620

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the second year returning work experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.11 Describe appropriate reactions to criticism.
- 02.12 Maintain records of time and wages.
- 02.13 Describe attitudes and behaviors that enhance the opportunity for promotion.
- 02.14 Demonstrate how and when to ask for a raise.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.03 Research a specific occupation, based on interests.
- 03.05 Develop a plan to meet realistic career goals.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.04 Identify job educational requirements.
- 04.05 Explain the impact of technological change in relation to educational needs.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.05 Explain advantages and disadvantages of using credit.
- 05.06 Identify banking services.
- 05.07 Identify insurance coverage.
- 05.09 Prepare income-tax forms.
- 05.10 Compare value when shopping.
- 05.11 Define appropriate consumer practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.05 Identify traits of assertiveness.
- 07.06 Demonstrate etiquette.
- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
- 07.09 Communicate ideas and feelings.
- 07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

- 08.01 Compute basic mathematics operations.
- 08.02 Change decimals to percentages.
- 08.03 Change percentages to decimals.
- 08.04 Solve fraction problems.
- 08.05 Compute simple and compound interest.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience 3

COURSE NUMBER: 8301630

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the third year returning Work Experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.
- 02.15 Justify how and when to make a job change.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.04 Identify trends in job markets.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.06 Set goals and objectives.
- 04.08 Select classes to meet goals and objectives.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.12 Interpret utility bills.
- 05.14 Identify the cost of owning and operating an automobile.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
- 07.09 Communicate ideas and feelings.
- 07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

- 08.01 Compute basic mathematics operations.
- 08.02 Change decimals to percentages.
- 08.03 Change percentages to decimals.
- 08.04 Solve fraction problems.
- 08.05 Compute simple and compound interest.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: July, 1992

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience 4

COURSE NUMBER: 8301640

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the fourth year returning Work Experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.
- 04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.13 Explain the advantage of renting or buying shelter.
- 05.15 Interpret a lease.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
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STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience OJT

COURSE NUMBER: 8301650

COURSE CREDIT: Multiple

COURSE DESCRIPTION:

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.02 Interpret and comply with the employer's policies.
- 02.05 Apply decision-making skills on the job.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.09 Perform assigned job tasks.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.10 Demonstrate the ability to be a team player.

09.0 PERFORM JOB SKILLS--The student will be able to:

- 09.01 Demonstrate job-performance skills
- 09.02 Follow safety procedures on the job.
- 09.03 Maintain appropriate records.
- 09.04 Display a high level of productivity.

10.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 10.01 Demonstrate ethical practices.
- 10.02 Follow directions.
- 10.03 Demonstrate effective communications with employer and co-worker(s).
- 10.04 Demonstrate effective communications with customers and clients.
- 10.05 Demonstrate a positive attitude toward the job.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience OJT

COURSE NUMBER: 8301650

COURSE CREDIT: Multiple

COURSE DESCRIPTION:

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State of Florida
Department of Education
Betty Castor, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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